



JOB OPENINGS

BUSINESS SERVICES

Marcus Duffin, Business Services Representative

Number of Openings:

4

Company Name:

Express Employment Professionals

Job Title:

Clerical/Reception/Customer Service Positions

Minimum Experience Required:

No experience requirement provided.

Job Description:

We currently have available multiple great career opportunities for receptionists, clerical, and customer service people for offices located in the **Hauppauge, Holbrook, Deer Park, and Holtsville areas!!!**

Responsibilities vary by position but include: basic office services and support including answering phones, handling email, and servicing accounts.

Salary starts at \$12-14/hour depending upon opportunity and experience.

Requirements: * Dependable and trustworthy * Great personality and customer service skills * Ability to work independently and multi-task in a fast paced environment * Good computer skills including MS Office (Word and Excel) * **Bilingual is a plus**

Job Location:

Long Island Locations, New York

Pay:

\$12.00 - \$14.00 Hourly

Duration:

Full Time, Regular

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by telephone, or by email:

Phone: buscarino, rebecca (631) 406-4064



Steven Bellone
Suffolk County Executive

Frank Nardelli
Commissioner

James DiLiberto
Workforce Investment Board Chair

JOB OPENINGS

Email: rebecca.buscarino@expresspros.com

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